

CONFIDENTIAL
 This document contains personal information and pursuant to Civil Code 1798.21, it shall be kept confidential in order to protect against unauthorized disclosure.

I. FACILITY INFORMATION

1. TENANT / FACILITY NAME		2. TENANCY NO.		3. AREA SF FT <input type="checkbox"/> ACRE <input type="checkbox"/>	
4. ADDRESS / LOCATION OF PROPERTY		5. CITY		STATE CA	6. ZIP CODE
7. TENANT CONTACT (NAME)		8. MAILING ADDRESS (if different)		9. CONTACT PHONE NO.	
10. LEASE START DATE		11. LEASE EXPIRATION DATE _____; or MONTH-TO-MONTH			
12. PROPERTY TYPE - <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> TELECOMMUNICATIONS <input type="checkbox"/> PARKING <input type="checkbox"/> OTHER:					
13. STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE _____					
14. SIC CODE DESCRIPTION _____					
15. FACILITY COVERED UNDER GENERAL INDUSTRIAL STORM WATER PERMIT? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A					
15a. FACILITY'S INDUSTRIAL WASTE DISCHARGE IDENTIFICATION (WDID) NO. _____ <input type="checkbox"/> N/A					
15b. DOES FACILITY HAVE A CURRENT SWPPP ON-SITE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A					
16. FACILITY COVERED UNDER OTHER STORM WATER / WASTE WATER PERMIT? <input type="checkbox"/> YES <input type="checkbox"/> NO					
17. PERMIT TYPE _____					
18. PERMIT NUMBER _____					
19. ENTITY RESPONSIBLE FOR STORM WATER DRAINAGE SYSTEM (e.g., County of / City of / Caltrans) _____					

IA. IS THE PROPERTY BEING UTILIZED ACCORDING TO THE LEASE? YES NO

II. ACTIVITY / BMP ASSESSMENT: Note outdoor activities conducted and BMPs implemented.

Photos Yes No Number of Photos _____

Activities - Check each activity present at the site.	BMP			Implementation Effectiveness*	
	Yes	No	N/A	Satisfactory	Needs Improvement
<input type="checkbox"/> Parking Lots.					
1. Are parking areas adequately maintained (significant cracking, deterioration)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Are parking areas kept free of trash and litter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Are parking areas swept or vacuumed regularly and is wash down prohibited unless wash water is contained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Are parking areas kept relatively free of staining (oil, grease, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Activities - Check each activity present at the site.	BMP			Implementation Effectiveness*	
	Yes	No	N/A	Satisfactory	Needs Improvement
<input type="checkbox"/> Building and Grounds Maintenance. 1. Are pesticides and fertilizers used and stored properly? 2. Are areas swept regularly and is wash down by hosing prohibited unless wash water is contained? 3. Are contained wash water, sweepings and sediments disposed of properly? 4. Are materials used in repair and minor remodeling (paints, etc.) stored properly? 5. Are paved surfaces adequately maintained (minimal crumbling asphalt or concrete)? 6. Are safer alternative products used whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Park and Landscape Maintenance. 1. Are non-vegetated surfaces covered to prevent erosion? 2. Are pesticides and fertilizers used only as needed and stored properly? 3. Are areas swept regularly and is wash down by hosing prohibited unless wash water is contained? 4. Are landscape clippings collected and disposed of properly? 5. Are irrigation systems designed to prevent runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Outdoor Loading/Unloading of Materials. 1. Are delivery vehicles parked so spills and leaks can be contained? 2. Is the loading/unloading area covered to reduce exposure of materials to rain? 3. Is loading/unloading area designed to prevent storm water run-on? 4. Are storm drain inlets covered during transfer of materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Outdoor Storage of Materials/Products/Equipment. 1. Are covers used to protect all raw materials, by-products, finished products items stored outside? (Circle covering type used) Plastic Roof Canopy Other 2. Are chemicals, drums, or bagged materials on pallets or similar method that keep them off the ground? 3. Are hazardous materials (if permitted in lease) stored in properly designed secondary containment areas? 4. Are drip pans and containers used in areas where drips or leaks may occur? 5. Are berms, curbs, or other structures in place to minimize pollutants from entering the storm water system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Waste Handling and Disposal. 1. Are materials recycled whenever possible? 2. Are wastes segregated and separated? 3. Is storage area designed to prevent storm water runoff? 4. Are waste dumpsters covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Erodible Surface Areas. 1. Are areas of exposed/disturbed soil properly managed? 2. Do any landscaped areas require re-vegetation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Illicit Connections/Illegal Discharges. 1. Are any illicit connections present? 2. Is illegal dumping or uncontrolled spillage/discharge occurring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

* SATISFACTORY: BMPs (including source control BMPs) are used and are effective.
 NEEDS IMPROVEMENT: No BMPs used and storm water pollution likely/Some BMPs used but not effective/Structural BMPs necessary to improve pollution prevention. *Provide Comments Below*

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III. BMP ASSESSMENT

20. Observations/Comments: _____

Corrective Action/Due Date: _____

21. Observations/Comments: _____

Corrective Action/Due Date: _____

22. Observations/Comments: _____

Corrective Action/Due Date: _____

- IV. 23. NON-STORM WATER DISCHARGES:**
- None observed / no evidence of / no sources noted
 - Sources observed, but BMPs in place
 - Sources observed, no BMPs in place, but no discharge
 - Observed discharges / evidence of discharges / no BMPs

Report any observed illicit connections and illegal/unknown discharges to Headquarters Right of Way and the District NPDES Storm Water Coordinator.

V. STORM WATER EDUCATION AND OUTREACH MATERIALS

- | | | |
|--|-----------------------------|------------------------------|
| 24. DO EMPLOYEES RECEIVE GENERAL TRAINING FOR MANAGING RUNOFF FROM SITE? | <input type="checkbox"/> NO | <input type="checkbox"/> YES |
| DO EMPLOYEES RECEIVE SPECIFIC TRAINING FOR PREVENTING POLLUTION AND CONTROLLING RUNOFF FROM SITE (BMP IMPLEMENTATION)? | <input type="checkbox"/> NO | <input type="checkbox"/> YES |
| ARE TRAINING RECORDS AND EDUCATIONAL MATERIALS AVAILABLE FOR REVIEW? | <input type="checkbox"/> NO | <input type="checkbox"/> YES |

VI. CONCLUSIONS

25. COMMENTS/RECOMMENDATIONS (Describe any non-storm water discharges, unsatisfactory conditions or work needed):

STORM WATER INSPECTION REPORT (Cont.)
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26. CORRECTIVE ACTIONS

NONE CORRECT DEFICIENCIES NOTED ABOVE IN TIME FRAME INDICATED.

FACILITY BMP INFORMATION PROVIDED

FOLLOW-UP INSPECTION REQUIRED? NO YES

YES, WITHIN 30 DAYS AFTER _____ YES, TO BE SCHEDULED WITHIN NORMAL FREQUENCY

VII. INSPECTION INFORMATION

27. INSPECTOR NAME (Printed)	28. DATE OF INSPECTION	29. TIME OF INSPECTION
INSPECTOR SIGNATURE		
30. REASON FOR INSPECTION: <input type="checkbox"/> Initial <input type="checkbox"/> Scheduled <input type="checkbox"/> Follow-up <input type="checkbox"/> Response to Complaint		
NAME OF TENANT(S) ACCOMPANYING INSPECTOR	SIGNATURE(S) - TENANT RECEIVED FORM	
1. _____	1. _____	
2. _____	2. _____	
NAME(S) OF OTHERS ACCOMPANYING INSPECTOR (IF ANY)		
1. _____		
2. _____		

Ref: Caltrans NPDES Permit No. CAS000003 issued by California State Water Resources Control Board.

STORM WATER INSPECTION REPORT (HELPFUL HINTS)

(Form #)

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FIELD OBSERVATIONS HELPFUL HINTS FOR STORM WATER INSPECTIONS

AREAS AND ACTIVITIES WITH POTENTIAL TO SPILL HAZARDOUS FLUIDS

- SPILL KITS AVAILABLE IF NEEDED
- SPILL RESPONSE AGENCY PHONE NUMBERS CLEARLY POSTED
- MATERIAL SAFETY DATA SHEETS AVAILABLE FOR PRODUCTS

PARKING LOTS

- PAVED AREAS SWEEPED DOWN AND NOT HOSED OFF
- TRASH RECEPTACLES AVAILABLE TO PREVENT LITTER
- SPILLS OR LEAKS SPOT CLEANED AS NEEDED

BUILDING AND GROUNDS MAINTENANCE

- VEGETATION LEFT IN PLACE WHERE POSSIBLE
- SOIL EROSION NOT OBSERVED
- GROUNDS FREE OF LITTER
- PAVED AREAS SWEEPED DOWN AND NOT HOSED OFF
- SAFER ALTERNATIVE PRODUCTS IN USE
- TRASH RECEPTACLES AVAILABLE TO PREVENT LITTER
- MINIMAL USE OF PESTICIDES AND FERTILIZERS

PARK AND LANDSCAPE MAINTENANCE

- SOIL EROSION NOT OBSERVED
- GROUNDS FREE OF LITTER
- PAVED AREAS SWEEPED DOWN AND NOT HOSED OFF
- IRRIGATION SYSTEMS DESIGNED TO PREVENT RUNOFF
- USE OF PESTICIDES AND FERTILIZERS ONLY AS NEEDED

OUTDOOR LOADING/UNLOADING OF MATERIALS

- MATERIAL LOADING/UNLOADING AREAS ENCLOSED OR COVERED
- LOADING AND UNLOADING CONDUCTED IN DRY WEATHER IF NOT COVERED
- LOADING AND UNLOADING AREA BERMED OR SLOPED TO CONTAIN SPILLAGE
- NO DISCHARGE TO STORM DRAIN
- DRIP PANS AVAILABLE TO CAPTURE LIQUID LEAKS

OUTDOOR STORAGE OF MATERIALS/PRODUCTS/EQUIPMENT

- HAZARDOUS MATERIALS LABELED, COVERED, AND CONTAINED
- STOCKPILED MATERIALS COVERED
- NO SIGNS OF EXCESSIVE LEAKING FROM STORED EQUIPMENT
- DRIP PANS AVAILABLE TO CAPTURE EQUIPMENT LEAKS
- STORAGE AREA FREE OF LITTER
- GENERAL GOOD HOUSEKEEPING OBSERVED

WASTE HANDLING AND DISPOSAL

- RECYCLABLE MATERIALS BEING RECYCLED
- WASTE CONTAINERS COVERED TO PREVENT STORM WATER RUNOFF/RUN-ON
- DRIP PANS AVAILABLE TO CAPTURE GREASE WHEN TRANSFERRED
- AREA SWEEPED DOWN ON REGULAR BASIS
- AREA FREE OF STAINS OR OTHER SIGNS OF POLLUTANTS GOING INTO STORM DRAIN SYSTEM
- WASTE CONTAINERS IN GOOD CONDITION FREE FROM LEAKS
- GENERAL GOOD HOUSEKEEPING OBSERVED
- NO LITTERING SIGNS POSTED

ERODIBLE SURFACE AREAS

- PRESERVE NATURAL VEGETATION
- VEGETATION LEFT IN PLACE WHERE POSSIBLE
- SOIL EROSION NOT OBSERVED
- CHEMICAL STABILIZATION OR GEOSYNTHETICS IN USE ON BARE GROUND
- PAVED AREAS SWEEPED REGULARLY

ILLICIT CONNECTIONS/ILLEGAL DISCHARGES

- SIGNS OF ILLICIT CONNECTIONS TO STORM WATER CONVEYANCE SYSTEM(S)
 - SIGNS OF ILLEGAL/UNKNOWN DISCHARGE OBSERVED GOING FROM THE LEASE PREMISES ONTO ADJACENT PROPERTY OR INTO THE STREET
 - SIGNS OF ILLEGAL/OR UNKNOWN DISCHARGE OBSERVED COMING FROM ADJACENT PROPERTY ONTO THE LEASE PREMISES
 - STAINED PAVEMENT IN AREAS NEAR OR SURROUNDING CATCH BASIN OR STORM WATER OUTFALL
-
-